

**1 AUGUST 2000**



**Contracting**

**CONTRACT REPORTING AND CONTRACT  
PROFIT REPORTING SYSTEM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Policy Directive 64-1, *The Contracting System*. It establishes procedures and assigns responsibilities for the Air Force Contract Reporting Systems (AFCRS) and the Air Force Contract Profit Reporting System (AFCPRS). This instruction does not apply to the Air National Guard units and members. **Records Disposition:** Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, Records Disposition Schedule.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This revision includes the automation of Air Force Contracting reports on the Air Force Contracting Homepage and revising the areas of responsibilities. RCS: A&T(M)1014 and A&T(M)1015 supersede RCS: DD ACQ(M)1014 and ACQ(M)1015. RCS A&T(Q) 1751 supersedes RCS: DD ACQ(Q) 1751.

**1. Purpose.** The Air Force provides contract data as prescribed by the Department of Defense (DoD) Federal Acquisition Regulation Supplement 204.600 through AFCRS to the Defense Contract Action Data System (DCADS) at Washington Headquarters Service (WHS). WHS provides DOD contract data through DCADS to the Federal Procurement Data System (FPDS). Congress directed the establishment of the FPDS and the collection of contract data in Chapter 7 Office of Federal Procurement Policy (Titles 41 U.S.C. 405 and 41 U.S.C. 417).

**2. Scope.**

2.1. The Air Force uses AFCRS to collect data from the DD Forms 350, Individual Contracting Action Report (RCS: A&T (M)1014) and DD Forms 1057, Monthly Procurement Summary of Actions \$25,000 or Less (RCS: A&T(M) 1015), and report all Air Force obligated contract dollars and actions monthly/annually. All activities using the Standard Procurement System (SPS) use the last

day of the month as the monthly cut-off date for DD Forms 1057 and 350. The other systems will use the 25<sup>th</sup> as the monthly cut-off date for DD Forms 1057 and 350. The J001 system processes all contract reporting data for the Air Force. The Air Force and DOD use the data to report the size and distribution of contracting actions, dollars, types of contracts used, numbers and amount of contracts placed with small and small disadvantaged businesses, and competition information. Departments of the Executive Branch, Congress, General Accounting Office, the Small Business Administration and others receive management information and reports based on data from AFCRS.

2.1.1. Operational contracting activities use the Base Contracting Automated System (BCAS) to report DD Forms 350 and DD Forms 1057 information to J001. (**NOTE:** Beginning in CY99, SPS will be deployed to AF operational activities and lead to the replacement of BCAS once all activities have implemented SPS.)

2.1.2. Air Force Materiel Command (AFMC) contracting activities use Acquisition Management Information System (AMIS), Automated Contract Preparation System (ACPS), or BCAS to report DD Forms 350 information to J001. (**NOTE:** SPS will eventually replace these systems.) AMIS and BCAS report DD Forms 1057 information into the J001 system. Activities using ACPS report DD Form 1057 data into J001 via the J041 system.

2.1.3. Some contracting activities at Air Mobility Command use the command's Commercial Operations Integrated Systems (COINS) to report DD Forms 350 information to J001. Information for the DD Forms 1057 is received from COINS and then input into Key+ for transmission to the J001 system.

2.1.4. J001 processes DD Forms 350 and DD Forms 1057 data three times a week on Monday, Wednesday and Friday. The Deputy Assistant Secretary (Contracting) (SAF/AQC), receives and updates this data on Monday, Tuesday and Thursday mornings and posts it on the Air Force Contracting Home Page (<http://www.safaq.hq.af.mil/contracting/reporting/index.cfm> )

**2.2. Contract Profit and Fee Reporting .** The Air Force uses AFCPRS to report data on contract profit and fees from AFMC to WHS. WHS submits the data to the Office of the Secretary of Defense (OSD) as required by DOD Federal Acquisition Regulation Supplement 215.404-76. AFMC collects profit data from the DD Form 1547, Record of Weighted Guidelines Application (RCS: A&T(Q)1751). The J010 system processes the contract profit reporting data twice monthly on the first and fifteenth days of the month. The Air Force and OSD use contract profit data for many reasons, such as evaluating profit and fee policies and responding to information requests from the executive branch, Congress, and the public.

### **3. Responsibilities:**

#### **3.1. SAF/AQC:**

3.1.1. Serves as the DOD data collection point for policy and procedures for the Air Force. Sets up Air Force contract reporting and profit reporting policy, directs changes to contracting information systems that collect and report all contracting and profit data. Determines requirements for contracting information systems that process contracting and profit reporting data.

3.1.2. Represents the Air Force on the Contract Reporting Committee of the Defense Acquisition Regulatory Council, and the DCADS Edit Specification Committee. Provides contract reporting

and contract profit reporting guidance to all Air Force MAJCOMs, and direct reporting units (DRU) and helps resolve contract reporting and contract profit reporting problems.

3.1.3. Directs all changes to J001 and J010. Authorizes all J001 and J010 systems maintenance file changes, such as reporting office codes, and master files. Processes requests for data from the J001 and the J010 systems.

3.1.4. Provides standardized instructions as a result of changes in the DD Forms 350 and 1057 edits to organizations responsible for BCAS, AMIS, COINS, and ACPS when submitting data through J001 to DCADS.

3.1.5. Authorizes all standardized recurring reports produced by the J001 or J010 systems.

3.1.6. Monitors the acceptance rates for all DD Forms 350, 1057, and 1547 and provides this information to MAJCOMs and DRUs. Notifies the MAJCOMS and DRUs when problems emerge or when a MAJCOM or DRU is experiencing a significant number of rejections in their DD Forms 350 or 1057.

3.1.7. Reviews the DD Form 350 error notifications from DCADS to find deficiencies in the Air Force contract reporting system. Reports deficiencies that need program correction to the those responsible for BCAS, AMIS, ACPS, COINS and J001. Requests the appropriate programmer or field activity to correct the deficiency. Posts the monthly DCADS listing on the Air Force Contracting Homepage for MAJCOM/DRU contract representatives to take corrective action.

3.1.8. Manages the Air Force contract action data-base (CADB) to provide on-line access to data from DD Forms 350 and 1057 at the Air Force Contracting Homepage. Updates all established J001 recurring reports available on line on tri-weekly or monthly basis. Approves any changes to format specifications of the reports.

3.1.9. Maintains an on-line data-base of the DD Forms 350 for the present and past fiscal year. This data-base allows instant access to the J001 data, by various sorts, such as MAJCOM, dollar thresholds, type of business, etc.

3.1.10. Approves requests for access to the data-base, subject to security authentication procedures outlined in 4.2.6 below.

3.1.11. Develops and distributes the approved MAJCOM and purchasing office contract monitors' list from MAJCOM/DRU input.

3.1.12. Assigns and maintains contracting office codes.

### 3.2. Air Force Contracting Information Systems (AFCIS) Gunter AFB:

3.2.1. Serves as the System Program Office for maintaining current contracting systems that serve contracting operations on a daily basis. Responsible for implementing SPS including assessing current systems, consolidating like systems, providing infrastructure and deploying SPS. The current systems used in Contract Reporting that AFCIS supports are:

AF CONTRACT REPORTING SYSTEMS	
J001	Contract Action Reporting System
J001A	J001A - Contract Action Query System
J010	Contract Profit Reporting System
J011	Acquisition Management Information System (AMIS)
J018	Contracting Information Database System
ACPS	Automated Contract Preparation System (ACPS)
J016	Base Contract Automated System (BCAS)
MADES	Menu Assisted Data Entry System
MADESII	Menu Assisted Data Entry System (II)
CONWRITE	Contract Writing System

3.2.2. Maintains the Air Force CADB in J001A and monitors the cycle and monthly processing of the data in J001/J001A/J010. In addition to providing standardized monthly reports, produces data three times weekly for posting to the Air Force Contracting Homepage.

3.2.3. Edits information provided from the DD Form 350, 1057 and 1547 as directed by SAF/AQC and prepares authorized reports. Reviews the DD Forms 350 and 1057 error listings from J001 to find and correct deficiencies in programs.

3.2.4. Maintains the computer programs that generate the DD Forms 350 and 1057. Furnishes computer software required to prepare the DD Forms 350 and 1057 to all field activities. Notifies SAF/AQC of any necessary changes before distributing the revised program to field contracting activities.

3.2.5. Produces and electronically transfers all DD Forms 350 and a consolidated DD Form 1057 to Washington Headquarters Services Directorate for Information Operations and Reports (WHS/DIOR) monthly.

3.2.6. Authenticates security access requirements using Defense Information System Agency (DISA) Form 41, System Access Request, and in accordance with Air Force System Security Instruction 5-13 -- Password Management. Forwards the request to DISA in Ogden to obtain security access.

3.2.7. Develops and reviews written procedures in conjunction with Defense Megacenter Ogden to do the tasks this instruction requires.

### 3.3. Regional Support Activity (RSA) Dayton:

3.3.1. Processes information from DD Forms 350, 1057, and 1547. Produces and distributes reports to SAF/AQC at the end of the fiscal year.

3.3.2. Maintains Key+ programs for collecting DD Forms 350 and 1057 data for submission to J001.

3.3.3. Supports SAF/AQC's requests for information from the J001 data-base in response to queries from Congress, the White House, the Air Force, and other Government agencies.

3.3.4. Develops and reviews written procedures for contract and contract profit reporting in conjunction with AFCIS.

#### **3.4. Air Force MAJCOMs/DRUs**

3.4.1. Are responsible for complete, accurate, and timely reporting of contract reporting data. HQ AFMC/PKP is responsible for complete, accurate, and timely reporting of contract profit reporting data.

3.4.2. Designate a Contract Reporting Monitor for contract reporting. The monitor is responsible for the success of the command's DD Forms 350 and 1057 reporting. He/she identifies problems, and initiates guidance or instructions to solve problems. Contract Reporting Monitors work with contracting activities to ensure complete, accurate and timely reporting of data. HQ AFMC sets up a focal point for contract profit reporting for AFMC. The MAJCOM monitors consults with SAF/AQC for all problems related to DD Forms 350, 1057, or 1547 that they cannot resolve.

3.4.3. Maintain a list of contracting office codes for contract reporting and requests for changes, additions, and deletions from SAF/AQC.

3.4.4. Air Mobility Command, HQ AMC/DOK maintains the computer program for COINS. They ensure COINS contain current and accurate instructions for preparing and editing the data according to SAF/AQC instructions.

3.4.5. All AFMC contracting activities shall prepare and report the DD Forms 1547 using the current version of the profit weighted guidelines desktop computer software editor and J010 conversion programs. The software program contains the instructions required to prepare and edit the data.

#### **3.5. WHS/DIOR:**

3.5.1. Responsible for collecting, processing and publishing all DOD contracting information. Consolidates DOD contracting information and furnishes it to the FPDS. Informs Air Force of any needed changes as a result of the requirements from the FPDS.

3.5.2. Supports all processes related to the design, development, implementation, maintenance and update of monthly, quarterly, semi-annual and annual contract reporting data.

3.5.3. Informs the Air Force on a monthly basis of data that the DCADS does not accept and provides associated reports to the Air Force.

DARLEEN A. DRUYUN  
Principal Deputy Assistant Secretary  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Chapter 7, Title 41 U.S.C. 405, *Public Contracts, Office of Federal Procurement Policy, Authority and Functions of the Administrator*

Chapter 7, Title 41 U.S.C. 417, *Public Contracts, Office of Federal Procurement Policy, Record Requirements*

Department of Defense Federal Acquisition Regulation Supplement 215.404-76, *Reporting Profit and Fee Statistics*

***Abbreviations and Acronyms***

**ACPS**—Automated Contract Preparation System

**AFCIS**—Air Force Contracting Information Systems

**AFCPRS**—Air Force Contract Profit Reporting System

**AFCRS**—Air Force Contract Reporting System

**AFMC**—Air Force Material Command

**AMIS**—Acquisition Management Information System

**BCAS**—Base Contracting Automated System

**CADB**—Contract Action Data-base

**COINS**—Commercial Operations Integrated Systems

**DCADS**—Defense Contract Action Data System

**DMD**—Defense Megacenters Dayton

**DIOR**—Directorate for Information Operations and Reports

**DOD**—Department of Defense

**DISA**—Defense Information System Agency

**DRU**—Direct Reporting Unit

**FPDS**—Federal Procurement Data System

**MADES**—Menu Assisted Data Entry (MADES)

**MADES II**—Menu Assisted Data Entry II

**OSD**—Office of the Secretary of Defense

**RSA**—Regional Support Activity

**SAF/AQC**—Deputy Assistant Secretary (Contracting)

**SPS**—Standard Procurement System

**WHS—Washington Headquarters Services**